

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Planning, Construction and Management		POSITION NUMBER (Agency-Unit-Class-Serial) 065-381-4063-002		MCR / HCR 1	
DIVISION / UNIT Facility Planning, Construction and Management Property Management and Cabling Infrastructure Branch		CLASSIFICATION TITLE Senior Estimator of Building Construction			
		WORKING TITLE Senior Estimator of Building Construction			
		TIME BASE / TENURE FT/P	CBID R11	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
The Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's youth and correctional facilities.					
GENERAL STATEMENT					
Under the direction of the Departmental Construction and Maintenance Supervisor, the Senior Estimator of Building Construction (SEBC) is responsible for reviewing and analyzing project plans and specifications to determine materials and labor required to complete the quantity surveys for the California Department of Corrections and Rehabilitation (CDCR) conceptual, budget, preliminary, and final cost estimates for the most difficult repairs (including emergency repairs) and maintenance of systems and infrastructures within CDCR institutions and facilities. The incumbent will maintain oversight for Statewide structured cabling projects in collaboration with all stakeholders to ensure that projects are operating within budget parameters in support of the Armstrong Court Compliance statewide Audio Video Surveillance Solution (AVSS) and other mandated infrastructure projects within CDCR. This position requires frequent travel to facilities/institutions throughout the State.					
% of time performing duties		DUTIES AND RESPONSIBILITIES			
35%		<p>Project Oversight and Management Compose and send information via electronic media to provide and request information from project design teams, outside vendors, and outside suppliers in order to maintain good project communications. Compare proposed change orders against original construction documents to determine if the proposal is sound and ensure compliance with the contract requirements. Estimate and negotiate value (increase or decrease) of proposed changes to the original contract documents to ensure the State is receiving fair market value pursuant to completion of the change order. Visit construction sites to examine project conditions, contractor progress, adherence to CDCR standards, and to ensure that all stakeholders are in agreement regarding project plans, specifications, requirements, and completed work. Assist in the training, guidance, mentoring, and coaching of the associate estimators to improve the quality of the work product, in accordance with good business practices.</p>			

35%	Project Estimating Maintain written and verbal communication with section estimators, designers, architects and specifications engineers as well as contractors, fabricators, and suppliers while preparing cost estimates to remain current on various costs and construction methods, as is consistent with good construction estimating practices. Estimate material and labor costs by using electronic estimating databases and input from private sector sources (vendors, subcontractors, etc.) in order to produce CDCR's conceptual, budget, preliminary, and final cost estimates that are consistent with project plans and specifications. Prepare complete quantity surveys of materials and labor required on construction projects by using plans and specifications in order to produce CDCR's conceptual, budget, preliminary, and final cost estimates. Visit construction sites at various locations to investigate the existing physical conditions and photograph site conditions to ensure a complete understanding of project drawings and requirements, in accordance with good estimating practices. Perform value engineering analysis of plans and specifications to determine areas of potential cost savings to bring CDCR's preliminary and final cost estimates within budget. Compose estimate comparisons (5% letter) by using an electronic spreadsheet to justify variation in cost estimates of the same project which exceed 5% to reveal discrepancies in the estimates (such as changes in scope, market factors, errors, etc.), as required by the Department of Finance. Prepare conceptual cost estimates using previously completed project database information to assist designers in selecting cost effective concepts. Prepare project schedule for budget packages to provide an estimate of the duration of the design and construction of the project using an electronic scheduling program, in accordance with established project management procedures.
25%	Infrastructure, Estimating and Construction Support Develop, budget, and manage infrastructure and construction projects. Ensure specifications and plans are accurate and in compliance with the scope, schedule, applicable budget language, codes, regulations, and hazardous materials requirements. Work with program and onsite maintenance staff to coordinate facility maintenance activities (i.e., general building maintenance, repairs or alterations). Analyze need for contractual services by preparing project scope, contract requests, cost estimates, developing bid specifications, and monitoring contracts for all aspects of facilities management. Prepare reports, manuals, and documents required by departmental administration and control agencies.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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